



PA to Assistant Headteacher

Role: PA to Assistant Headteacher

Reports to: Assistant Headteacher

Hours: 33hours per week, term time (39 weeks per year + INSET days)

Contract: Permanent

Salary: Grade 3, SCP 4 - £23,114 FTE / £18,305 actual

Start Date: September 2024

This is an exciting opportunity for an experienced, hardworking and enthusiastic Personal Assistant who will be responsible for supporting an Assistant Headteacher with important whole school roles

You will be joining a school which invests in all its staff through subject specific CPD and places great emphasis on its own programme of professional growth. This is a position that will offer you a platform to make a real difference both to the students you will inspire.

About you

We are looking for...

a proactive and efficient Personal Assistant who has proven experience and takes great pride in a job well done. Working both independently and as part of a team, you will use your own initiative and work professionally to resolve issues. You will have excellent literacy and numeracy skills, effective time management and be able to prioritise and balance a variety of tasks.

This is an exciting opportunity because...

the work is varied, highly rewarding and you will work directly for one of our Assistant Headteachers who has key responsibilities within the school. You will have successful experience working with children and young people in an educational setting, with a proven record of accelerated progress and high achievement for all students. We are looking for someone who is educated to GCSE as a minimum, with GCSE Grade C or equivalent in English and Maths. In addition, the role holder will be expected to be able to cover a wide range of administrative tasks.

You will be joining a team of...

professionals who are ambitious and determined to make a meaningful difference to our students lives.

Qualifications

	Essential	Desirable
English pass at GCSE/O Level or equivalent	✓	
Maths pass at GCSE/O Level or equivalent	✓	
A level or equivalent		✓
First or second class degree		✓

Experience

Successful experience working with children and young people in educational setting		✓
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Skills / Knowledge

Ability to work effectively, efficiently and with pace under pressure	✓	
Proactive, with an enquiring mind to anticipate key deliverables	✓	
High level of ICT and organisational skills	✓	
Good communication skills, both written and spoken	✓	
Ability to prioritise and meet deadlines	✓	
Be responsive to queries and work professionally to resolve issues	✓	
Flexible and adaptable to the needs of the school	✓	
Ability to work as part of a broader inclusion and student support system	✓	
Professional, with strong interpersonal skills	✓	
Understanding of the principles of accountability and quality assurance to achieve best possible outcomes	✓	
Maintain confidentiality	✓	
Well organised and able to follow processes	✓	

To demonstrate a commitment to...

The schools values of Positivity, Ambition, Resilience & Thoughtfulness	✓	
Personal development and training	✓	
Safeguarding and promoting the welfare of students	✓	
Equality & diversity	✓	

About us

In 2022, The Birkenhead Park School began a transformation: a new leadership team, a new approach and a renewed focus on excellence.

Behaviour has improved significantly with the introduction of 'Learning Habits' and there has been an improvement in student attendance of seven percentage points, the best improvement in the Wirral. In November 2023, Ofsted recognised the huge progress that we've made and said **"the school is on a rapid journey of improvement."**

The School is part of the **BePART Educational Trust** which includes Birkenhead Sixth Form College, an Ofsted Outstanding post-16 specialist college.



The School and the College work collaboratively to share and develop educational best practice and create an inspiring culture with opportunities for career development.

The Birkenhead Park School aims to achieve **"Ambition and Excellence for All"** and we are committed to providing the best possible education for every student. The School is driven by the values of **Positivity**, **Ambition**, **Resilience**, and **Thoughtfulness**.

"The school is on a rapid journey of improvement."

Ofsted
2023



Positivity



Resilience



Ambition



Thoughtfulness

Ambition AND EXCELLENCE FOR ALL

Staff Benefits

We offer excellent terms and conditions and the results of a recent staff survey found that:

98% of staff are proud to work at the school

93% of staff believe the school has improved over the last year

Benefits of working at The Birkenhead Park School include:



CPD

programme of opportunities to support development



Pension scheme

with generous contributions



Health & wellbeing

support



Staff book club

share our love of reading



Salary sacrifice

cycle to work scheme



Staff events

trust wide training days & social events

How to apply

Apply by completing the **Support Staff Application** form which can be found at: www.birkenheadparkschool.com/job-vacancies

Completed applications should be returned to the HR Department by email to: recruitment@birkenheadparkschool.com

We look forward to receiving your application

Ambition **AND EXCELLENCE FOR ALL**